



## DARWIN COLLEGE, CAMBRIDGE

### ORDINANCES 2023

***The Ordinances of Darwin College in the form set out below were adopted at a meeting of the Governing Body on 30 October 2023 as the Ordinances of the College (2023) to take effect from that date with the proviso that, pending the approval by HM in Council of the revised College Statutes, should any of the new Ordinances be inconsistent with or incapable or incomplete of application under the unrevised Statutes still in effect, the provisions of the unrevised Ordinances shall apply in lieu thereof to the extent necessary to remedy the defect.***

#### I. THE CONSTITUTION OF THE COLLEGE

1. In addition to the committees named in Statute I.5, the committees of the College that have been established pursuant to Statute XII.9 are the Estate Planning Committee, the Buildings and Grounds Committee, the Information Services Committee, the Education and Research Committee, the Library Committee, the Meals Committee, the Nominations Committee, the Wines Committee, and the Health and Safety Committee.

#### II.A. THE FELLOWS – GENERAL PROVISIONS

1. The number of Professorial and Official Fellows taken together (excluding the Lloyd Dan David Fellow if appointed to an Official Fellowship) shall not exceed fifty.

2. The number of Research Fellows, whether stipendiary or non-stipendiary, (excluding the Munby Fellow and the Lloyd Dan David Fellow if appointed to a Research Fellowship) elected each year shall not exceed eight.

3. Where it is proposed that a Fellow (who is not a member of the academic staff within the meaning of Statute XXVII) should be dismissed pursuant to Statute II.8. for good cause or for incapacity on health grounds, the determination of such good cause or incapacity on health grounds shall be regulated by the provisions contained in Ordinance XXVII and in these ordinances in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such Fellows shall have the same rights of appeal under Ordinance XXVII as members of the academic staff, save that the provisions of this paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

4. Of the Assessors to be appointed under Statute II.A.8, one shall be a Fellow and two shall be external independent persons, one of the latter to Chair, and the Assessors shall not all be of the same gender.

#### II.B. FELLOWS UNDER TITLE A

##### *Official Fellows*

1. Official Fellows shall to the maximum extent possible take an active part in the academic and social life of the College and in the work of College Committees, and shall seek to promote the effective

participation of students of the College in the academic and social activities of the College.

2. Official Fellows shall whenever appropriate assist the students of the College by means of any special knowledge, skill, or experience that they may possess and shall bring to the attention of the Dean or other appropriate College Officer any matter, whether academic, social, financial or personal, concerning the welfare of the students of the College generally or of any individual student, which may come to their notice and in which the College may properly be concerned. At the request of the Master, Vice-Master, Bursar, or Dean such Fellows shall give special assistance to a particular student of the College in any way in which they properly and reasonably can, provided that, if such assistance be in academic matters, they shall take account, where possible, of the views of any person or body entrusted by the University with academic responsibility for the student.

3. An Official Fellow who retires before the prescribed retiring age or who ceases in the major occupation carried on while a Fellow, but who continues to be able unconditionally to satisfy the residence requirements of Statute II A 4, shall be deemed to have tendered to the Governing Body the Fellow's resignation from the Fellowship. The Governing Body shall seek the advice of the Fellowships Committee on whether to accept the resignation.

4. A **Lloyd Dan David Fellow**, working on the Comparative Study of any aspect of Science and Civilization in the Ancient World at the Needham Research Institute, shall be offered by the Governing Body either an Official Fellowship or a Research Fellowship, as appropriate, provided that the College shall have been represented on the appointment committee. Not more than one Lloyd Dan David Fellow shall be elected in any one academical year unless the Governing Body shall have agreed in advance of an election to waive this provision. Candidates shall be assessed according to procedures to be determined by the Fellowships Committee.

5. The Governing Body shall consider occasional nominations from the Fellowships Committee of individuals identified as particularly suitable for election, under Title A, to Official Fellowships generically denominated **advanced research fellowships** and to which the following provisions shall apply:

(a) Those eligible to be recommended by the Fellowships Committee will:

- (i) Be funded researchers, working at Cambridge, holding high-status research fellowships (for example, *The Royal Society University Research Fellowships*, or other similar national or international fellowships).
- (ii) Not hold an established position in the University of Cambridge.
- (iii) Not normally be eligible for a fellowship under the existing terms of a Darwin College stipendiary or non-stipendiary research fellowship as detailed under Title D or E and Ordinance III E.

(b) Those elected to an Official Fellowship as an advanced research fellow by the Governing Body will:

- (i) Be elected, initially, for a period of up to 5 years.
- (ii) Be eligible for renewal of that fellowship for further periods of up to 5 years.
- (iii) Only retain an Official Fellowship at the College coterminously with the continued award or retention of the qualifying external national or international research fellowship.
- (iv) Not normally exceed 5 in number at any time, which number shall count within the total number of fellows defined at Ordinance [III A].

(c) Each individual Official Fellowship awarded under this Ordinance will normally be identified using the title of the external awarding body (for example, *Royal Society Research Fellow*), subject to the agreement of that external body.

## II.C. FELLOWS UNDER TITLE B

### *Honorary Fellows*

1. The Governing Body shall consider nominations from the Fellowships Committee of persons in the following categories for election to Honorary Fellowships:

- (a) Distinguished members of the College who have achieved important positions not directly connected with the College.
- (b) Distinguished individuals, not being members of the College, who have made or are likely to make important contributions to the welfare of the College.

## II.D. FELLOWS UNDER TITLE C

### *Professorial Fellows*

1. Professorial Fellows shall make themselves known within the College and take as much part in College activities as they are able, and shall seek to promote the effective participation of students of the College in the academic and social activities of the College.

2. Professorial Fellows shall whenever appropriate assist the students of the College by means of any special knowledge, skill, or experience that they may possess and shall bring to the attention of the Dean or other appropriate College Officer any matter, whether academic, social, financial or personal, concerning the welfare of the students of the College generally or of any individual student, which may come to their notice and in which the College may properly be concerned. At the request of the Master, Vice-Master, Bursar, or Dean such Fellows shall give special assistance to a particular student of the College in any way in which they properly and reasonably can, provided that, if such assistance be in academic matters, they shall take account, where possible, of the views of any person or body entrusted by the University with academic responsibility for the student.

## II.E. FELLOWS UNDER TITLE D

### *Research Fellows*

1. Research Fellows shall make themselves known within the College and take as much part in College activities as they are able, and shall seek to promote the effective participation of students of the College in the academic and social activities of the College.

2. Research Fellows shall whenever appropriate assist the students of the College by means of any special knowledge, skill, or experience that they may possess and shall bring to the attention of the Dean or other appropriate College Officer any matter, whether academic, social, financial or personal, concerning the welfare of the students of the College generally or of any individual student, which may come to their notice and in which the College may properly be concerned. At the request of the Master, Vice-Master, Bursar, or Dean such Fellows shall give special assistance to a particular student of the College in any way in which they properly and reasonably can, provided that, if such assistance be in academic matters, they shall take account, where possible, of the views of any person or body entrusted by the University with academic responsibility for the student.

3. The Governing Body may determine a general field of research to which a Research Fellowship shall be applied.

4. Applications for Research Fellowships shall be invited by public advertisement. The procedure for selecting new Research Fellows shall be determined by Fellowships Committee.

5. Research Fellows may be allocated College rooms and shall pay for their rooms at member rates.

6. Holders of the Moses and Mary Finley Research Fellowships, the Adrian Research Fellowships, and other stipendiary research fellowships from time to time under the control of the College shall receive such stipends and allowances that the Fellowships Committee shall be authorised to determine, subject to the approval of the Finance Committee.

7. The Fellowships Committee shall be authorised to determine, subject to the approval of the Finance Committee, a research allowance for non-stipendiary Research Fellows. On the basis of merit one of the non-stipendiary Research Fellows elected in each year shall be designated a Charles and Katherine Darwin Research Fellow and shall receive a research allowance twice as large as the standard one.

8. A **Munby Fellow** in bibliography shall be offered by the Governing Body a Research Fellowship, provided that the College shall have been represented on the appointment committee. Not more than two Munby Fellows shall be elected to a Research Fellowship in any one academical year unless the Governing Body shall have agreed in advance of an election to waive this provision.

9. A **Lloyd Dan David Fellow**, may be offered by the Governing Body a Research Fellowship as provided for in Ordinance II B.4.

#### II.F. FELLOWS UNDER TITLE E

##### *Visiting Fellows*

1. Visiting Fellows shall make themselves known within the College and take as much part in College activities as they are able, and shall seek to promote the effective participation of students of the College in the academic and social activities of the College.

2. Visiting Fellows shall whenever appropriate assist the students of the College by means of any special knowledge, skill, or experience which they may possess and shall bring to the attention of the Dean or other appropriate College Officer any matter, whether academic, social, financial or personal, concerning the welfare of the students of the College generally or of any individual student, which may come to their notice and in which the College may properly be concerned. At the request of the Master, Vice-Master, Bursar, or Dean such Fellows shall give special assistance to a particular student of the College in any way in which they properly and reasonably can, provided that, if such assistance be in academic matters, they shall take account, where possible, of the views of any person or body entrusted by the University with academic responsibility for the student.

#### II.G. FELLOWS UNDER TITLE F

##### *Emeritus Fellows*

1. So far as possible the Governing Body shall consider elections to Emeritus Fellowships of Professorial and Official Fellows in advance of the date of their retirement or resignation.

2. In considering elections to Emeritus Fellowships the Governing Body shall have regard to the length of service of Professorial and Official Fellows and the contributions that they have made to the College. No one shall normally be elected an Emeritus Fellow whose length of such service has been less than ten years and unless the Fellow is judged by the Fellowships Committee to have made a major contribution to the College.

## II.H. PRIVILEGES OF FELLOWS

1. Professorial, Official, Research, and Visiting Fellows shall be entitled to take meals at the College Table whenever they are served, of which seven a week may be taken free of charge. They may bring guests, normally not exceeding two guests on any one occasion, for meals, subject to the payment of the appropriate charges, except that each such Fellow may entertain at meals, free of charge, a total of ten guests in any one quarter of the year.
2. Emeritus Fellows shall be entitled to eat in College when the kitchens are open, and shall have the right to up to seven free meals a week. They shall have the right to enrol for events in College and to be invited to the Darwin Dinner and the Commemoration Dinner. They shall be included in the list of those receiving circulated College information and shall be sent the Minutes of meetings of the Governing Body.
3. Honorary Fellows shall be entitled to eat in College when the kitchens are open, and shall have the right to up to seven free meals a week. They shall have the right to enrol for events in College and to be invited to the Darwin Dinner. They shall be included in the list of those receiving circulated College information.
4. Any Fellow shall be entitled to reserve a guest room on payment of the appropriate charge. Fellows may reserve a public room free of charge, provided the room is to be used for a College purpose. Private use of these rooms shall be subject to the payment of a charge determined by the Bursar on the authority of the Finance Committee.
5. Former Professorial and Official Fellows who have resigned their Fellowships to take up a post outside Cambridge shall have the right to take meals in College at guest rates when the kitchens are open and to take one free meal a week. They shall have the right to enrol for events in College and to be invited to the Darwin Dinner. They shall have the right to book a guest room for their own use subject to the rules and charges in force at the time.
6. Other former Professorial and Official Fellows shall have the right to take meals in College at guest rates when the kitchens are open and the right to one free meal a week.
7. Former Research Fellows and former Visiting Fellows shall for three years have the right to one free meal a week and the right to enrol for events in College, and thereafter shall have the right to take meals in College at guest rates when the kitchens are open and to book a guest room for their own use, subject to the rules and charges in force at the time.
8. The surviving partner of a deceased Fellow shall have the same privileges as would have been enjoyed by the Fellow.

## III. THE COLLEGE OFFICES

1. In addition to the statutory College Officers named in Statute III.1, the College Offices existing by virtue of these Ordinances and in relation to which an Official Fellowship shall be tenable pursuant to Statute II.B.1 comprise the Development Director, the College Secretary, and the Second Bursar.
2. The College Offices (other than those of Master, Bursar, and Dean, and other than that of Vice-Master for which special statutory provision is made) may be held by more than one person at any time on such terms as to the sharing of duties and otherwise as the Governing Body may determine from time to time.

3. Where it is proposed that a College officer (who is not a member of the academic staff within the meaning of Statute XXVII) should be dismissed pursuant to Statute III.4 for good cause or for incapacity on health grounds, the determination of such good cause or incapacity on health grounds shall be regulated by the provisions contained in Ordinance XXVII and in these ordinances in respect of members of the academic staff, and (without prejudice to any other right of appeal they may enjoy) such College officers shall have the same rights of appeal under Ordinance XXVII as members of the academic staff, save that the provisions of this paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

4. Of the Assessors to be appointed under Statute III.4, one shall be a Fellow and two shall be external independent persons, one of the latter to Chair, and the Assessors shall not all be of the same gender.

5. The stipends and allowances of College Officers shall be determined (unless provision is made otherwise in these Ordinances) by the Finance Committee on the recommendation of its Remuneration Sub-Committee and under authority delegated by the Governing Body.

#### IV. APPOINTMENTS AND ADMISSIONS

1. The following shall be the procedure for appointments to each of the offices of Vice- Master, and College Secretary:

(a) Nominations for the office shall be invited from members of the Governing Body.

(b) The Master, Vice-Master(s), Dean, Bursar, and College Secretary, together with two Fellows appointed by the Governing Body to serve on each Committee, shall meet to elicit nominations and make the enquiries necessary to enable them to report to the Governing Body the names of persons willing to serve, provided always that the incumbent of any office shall not be a member of the Committee to consider the incumbent's successor.

(c) The appointment shall then be made by the Governing Body.

#### V. THE MASTER

1. The election of the Master shall be governed by procedures set out in a code adopted from time to time by the Governing Body.

2. The initial stipend and allowances of the Master shall be determined by the Governing Body on the recommendation of the Finance Committee after consultation with any Committee established by the Governing Body to advise on the filling of vacancies in that office. Thereafter changes in the stipend and allowances of the Master shall be determined by the Finance Committee on the recommendation of its Remuneration Sub-Committee and under authority delegated by the Governing Body.

3. The Master shall have the use of the Master's Study free of all charges and shall be provided with such secretarial services as the Master may require for the performance of the duties of the office.

#### VI. THE VICE-MASTER

1. The Vice-Master(s) shall have the use of a room in College free of all charges.

#### VII.A THE DEAN

1. The Dean (to be known as Dean and Senior Tutor) is formally responsible to the Council and Governing Body for the College's students from admission, teaching, welfare and pastoral support to graduation and must ensure that the University's requirements in respect of the students are complied with. The Dean shall be provided with an office and secretarial services necessary for the performance of the Dean's duties.

#### VII.B THE DEPUTY DEANS

1. There shall be the College Office of Deputy Dean. The Deputy Deans shall be appointed by the Governing Body for periods not exceeding three years at a time and may be renewed following a review. The duties of the Deputy Deans shall be to assist the Dean in the performance of the Dean's duties and to deputise for the Dean when the Dean is absent. The Deputy Deans shall be provided with office and secretarial services necessary for the performance of their duties. At least one of the Dean or the Deputy Deans shall be a man and at least one a woman.

#### VII.C THE TUTORS

1. There shall be the College Office of Tutor. The Tutors shall be appointed by the Master on the recommendation of the Dean for periods not exceeding three years at a time and may be renewed following a review. The duties of the Tutors shall be to provide confidential advice and support to students allocated by the Dean to the Tutor on non-academic matters when needed and to direct the student to specialist support if necessary.

#### VIII. A THE BURSAR

1. The duties of the Bursar shall include the following, except insofar as, subject to the Statutes, any of them may be specifically assigned by the Governing Body or by these Ordinances to some other Officer or Fellow of the College or to a Committee:

- (a) having the College property under the Bursar's general care;
- (b) keeping the College accounts;
- (c) demanding and receiving payments of all rents and monies due to the College;
- (d) maintaining necessary bank accounts and making payments necessary in connection with the management of the College and its affairs;
- (e) during any vacancy in the office of the second or additional Bursar, the formal duties of those offices as set out in these Ordinances.

2. The initial stipend and allowances of the Bursar shall be determined by the Governing Body on the recommendation of the Finance Committee after consultation with any Committee established by the Governing Body to advise on the filling of vacancies in that office. Thereafter changes in the stipend and allowances of the Bursar shall be determined by the Finance Committee under authority delegated by the Governing Body.

#### VIII.B SECOND BURSAR

1. There may be the College Office of Second Bursar. The Second Bursar may be appointed by the Governing Body for periods not exceeding five years at a time and may be renewed following a review.

2. The duties of the Second Bursar except insofar as, subject to the Statutes, any of them may be specifically assigned by the Governing Body or by these Ordinances to some other Officer or Fellow of the College or to a Committee, shall be the management of the operational areas of the daily, internal, non-academic workings of the College.

#### VIII.C THE DEVELOPMENT DIRECTOR

1. There shall be a College Office of Development Director. The Development Director shall be appointed or re-appointed by the Governing Body for periods not exceeding five years at a time.
2. The duties and responsibilities of the Development Director shall be:
  - (a) to implement the College's Development Fundraising Strategy, to review and develop the strategy from time to time in conjunction with the Development Committee and College Council, and to recommend and gain acceptance from the Fellowship to the strategy and its implementation;
  - (b) to lead and manage the College's Development and Alumni-Relations Office, including setting the priorities, administration and budgetary control of that office.

#### VIII.D. THE COLLEGE SECRETARY

1. There shall be a College Office of College Secretary.
2. The College Secretary shall:
  - (a) be Secretary of the Governing Body and of the Nominations Committee;
  - (b) ensure that the University's requirements in respect of the Fellowship are complied with;
  - (c) be appointed by the Governing Body for periods not exceeding four years at a time and may be renewed following a review;
  - (d) be provided with an office and secretarial services necessary for the performance of the College Secretary's duties.

#### VIII.E. THE COLLEGE PRAELECTOR

1. There shall be a College Praelector, who shall be responsible for seeing that members of the College proceeding to degrees do so in accordance with University requirements. The College Praelector shall receive reimbursement of expenses necessarily incurred in the performance of the College Praelector's College duties, up to a maximum to be determined by the Finance Committee under authority delegated by the Governing Body.
2. There shall be appointed one or more Deputy College Praelectors whose duties shall be to deputise for the College Praelector when the College Praelector is absent.
3. The College Praelector and Deputies shall be appointed by the Governing Body for periods of four years and shall be eligible for reappointment.

#### IX. THE LIBRARIAN

[No additional provision by Ordinance required]

#### X. THE ARCHIVIST

[No additional provision by Ordinance required]

#### XI. THE PRAELECTORS

[No additional provision by Ordinance required]



XI.A. GOVERNING BODY, COMMITTEES AND OTHER BODIES - GENERAL PROVISIONS AND  
CONFLICTS OF INTEREST

1. Except where the Statutes or Ordinances prescribe otherwise, the periods of tenure of Chairs or elected or appointed members of Committees shall be for three years and shall end on 30 September of the relevant year.
2. Committee membership and Chairs may be renewed, except that in exceptional circumstances, the nature of which shall be recorded on each occasion in the Minutes of the electing or appointing body, no member of a Committee shall be elected or appointed to serve for more than three consecutive periods of tenure.
3. Except where the Statutes prescribe otherwise, the quorum for meetings of the Governing Body, the Council, and Committees shall be the number of members which least exceeds one-half of the total membership of the body concerned (not including those members who are on leave).
4. No student of the College shall be present, whether as a member or otherwise, at a meeting of the Council or any Committee of the College, for the discussion of, or decision on, any matter which the Chair of the meeting declares to be reserved. The following matters shall be reserved:
  - (a) the employment or promotion, or any matter relating to the employment or promotion, of individuals by the College;
  - (b) the admission and academic assessment of individuals;
  - (c) any other matter at the discretion of the Chair.
5. The Governing Body and the Council shall have power to invite such persons as they may deem appropriate to address them on particular items of business and to invite them to take part in the discussion thereof.
6. A Statutory Committee shall have power to invite such persons as they may deem appropriate to address them on particular items of business and to invite them to take part in the discussion thereof, provided that such an invitation shall have been agreed in advance of the meeting of that Committee. All such invitations shall be subsequently notified to the Governing Body or the Council, as appropriate, in the termly report of the Committee or in such other way as the Governing Body or the Council may direct.
7. When a Committee is initially established, the Governing Body and the Council shall have power to appoint one or more Fellows for a period shorter than the normal prescribed tenure, in order to ensure an orderly rotation of membership.
8. The Governing Body and the Council may establish working groups, steering groups, or other bodies, from time to time, to attend to a defined task, project or enquiry.
9. The College's policy for managing conflicts of interest is as follows:
  - (a) The following rules, excepting those contained in paragraphs (d)(vii) and (viii) below, shall apply with necessary modifications to the Governing Body and to committees, working parties and other bodies constituted by the Governing Body or the Council, as they apply to the Council, except in so far as they may be specifically dis-applied by decision of the Council.
  - (b) Any member of the Council or other body who has a material interest, not being an excluded interest, in any matter of business before the meeting shall declare that fact on each occasion that that business is under consideration. Each agenda shall contain an early item "Declaration of

Interests”.

(c) “Material interest” is defined as follows:

- (i) Subject to paragraph (d)(ii) below, a material interest is any matter which may influence the judgment of the person possessing it, or may reasonably appear as capable of influencing that person's judgment, so that the judgment may not be exercised wholly and exclusively in the interests of the College.
- (ii) An interest shall not be a material interest unless the person having that interest either knew about it or should reasonably have been aware of it. Any position as a company director or charity trustee shall not constitute a material interest unless there is a reasonable possibility that the company or charity, as the case may be, may be engaged in any business, appeal, or transaction involving the College.

(d) “Excluded interest” is defined as follows:

(i) An excluded interest is an interest:

- (I) which arises from the holding of an office or position in the College, where the other persons holding such an office or position in the College have a similar interest; or
- (II) which arises from membership of a Faculty or Department in the University, or the holding of an office or position in the University, where the other members of the Faculty or Department or the other persons holding such an office or position in the University, as the case may be, have a similar interest.

(ii) In particular, an interest arising from a general review of College stipends is excluded.

(iii) A Fellow's interest in the Fellow's own election or re-election to a Fellowship or appointment or re-appointment to any paid office or position in the College is not excluded, but matters concerning appointment or re-appointment to any unpaid position in the College are excluded.

(iv) If the material interest in question is a pecuniary interest, then the member declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter.

(v) If the material interest is not a pecuniary interest, then the member declaring it shall withdraw from any meeting at which the business is under consideration, and shall not speak or vote on the matter, unless the meeting shall have resolved to the contrary.

(vi) Where a member withdraws from a meeting in accordance with paragraph (d)(iv) or (v) above, that fact shall be recorded in the Minutes of the meeting. Any resolution of the meeting under paragraph (iv) above shall be recorded in the Minutes of the meeting at which it is made.

(vii) Members of the Council, on election or re-election to the Council, shall register their material interests with the Bursar, who shall record that information in a register kept for the purpose. Members of the Council shall notify the Bursar of any new material interest occurring during the course of their membership whenever such new material interest occurs. The register shall include a statement of membership of any Faculty or Department in the University, and the holding of any office or position in the University. The register of interests shall be available for inspection in the Bursary by any Fellow.

(viii) If the Master considers that any member or members of the Council may have an interest which should be treated as a material interest for the purposes of this policy, then the Master may ask the Council to determine the matter. The Council shall then determine it in the absence of the member or members concerned, after hearing his, her or their views, and the Council's decision shall be binding on the member or members concerned. For the purpose of this paragraph, the Council may set aside the rules above relating to excluded interests.

## XII. THE GOVERNING BODY

1. The Annual Meeting of the Governing Body, to which the audited accounts are submitted, shall be held on the Monday of the last week of Full Michaelmas Term.
2. In any contested election or appointment by the Governing Body voting shall be by secret ballot.

## XIII. THE COUNCIL

[No additional provision by Ordinance required]

## XIV. THE ADMISSIONS COMMITTEE

1. In addition to the Degrees proscribed by Statute XIV.4, the College shall not admit any Student who is a candidate for the Degrees of Bachelor of Medicine, Bachelor of Surgery, Bachelor of Theology for Ministry, or Bachelor of Veterinary Medicine.

## XV. THE FINANCE COMMITTEE

1. The Finance Committee shall have power to co-opt up to three external members to attend meetings which the Committee designates meetings to consider the management of the College's investments. Co-opted members may be appointed for terms not exceeding four years. The College Accountant shall be in attendance.
2. There shall be a Remuneration Sub-Committee of the Finance Committee to make recommendations to the Finance Committee on:
  - (a) The College's policy in relation to College officer stipends, and employee salaries and benefits generally;
  - (b) Specific stipends or salaries payable on the appointment of senior College officers;
  - (c) Annual cost of living awards in relation to the College single salary spine.
3. The Remuneration Sub-Committee shall consist of the Bursar *ex-officio* and two Fellows (not currently serving as trustees on Council) appointed by the Finance Committee from among the fellows on Finance Committee (one of whom shall act as chair, and who shall serve for the duration of their terms as members of the Finance Committee), and no fewer than two co-opted external members. The Sub-Committee may co-opt, with the approval of Finance Committee.
4. The Finance Committee shall have responsibility for the oversight of staff personnel and employment matters and shall report on the same in general terms to the Council as circumstances require.

## XVI. THE FELLOWSHIPS COMMITTEE

[No additional provision by Ordinance required]

### XVI.A. THE ESTATE PLANNING COMMITTEE

1. There shall be an Estate Planning Committee, which shall be responsible for:
  - (a) devising a long-term development policy for the College estate, in accordance with the educational

- policies of the College;
- (b) advising on the procurement and sale of land and property;
  - (c) identifying, planning and prioritising a programme of major improvements to the College estate;
  - (d) managing major development projects.

2. The membership shall be:

- (a) the Master in the Chair;
- (b) the Bursar as Secretary;
- (c) the Second Bursar;
- (d) the Vice-Master(s);
- (e) four additional Fellows appointed by the Governing Body;
- (f) one student appointed by the DCSA for a period of one year.

3. The Committee shall normally meet once each Term.

4. The Committee shall normally report to the following meeting of Council. If required by the Governing Body, on occasion the Committee will also report directly to it on specific matters.

#### XVI.B. THE BUILDINGS AND GROUNDS COMMITTEE

1. There shall be a Buildings and Grounds Committee, which shall be responsible for:

- (a) establishing a maintenance policy for the College estate, including improvements to student accommodation;
- (b) implementing the programme of maintenance and improvements to College buildings, facilities and gardens;
- (c) sustainability with regard to the College's estate;
- (d) advising on the procurement and sale of furniture and furnishings, including works of art.

2. The membership shall be:

- (a) a Fellow selected by the Governing Body in the Chair;
- (b) the Bursar as Secretary;
- (c) the Fellow designated Gardens Officer by Governing Body for three years;
- (d) three additional Fellows appointed by the Governing Body;
- (e) up to three students appointed by the DCSA for periods of one year.

3. The Committee shall normally meet twice each Term.

4. The Committee shall normally report to the following meeting of Council.

#### XVI.C. THE INFORMATION SERVICES COMMITTEE

1. There shall be an Information Services Committee, which shall be responsible for:

- (a) developing the information services strategy for the College;
- (b) overseeing College computer facilities provided for use by the members of the College as a whole;
- (c) making recommendations on the maintenance and development of IT facilities;
- (d) oversight of planning and implementing website design, development and maintenance.

2. The membership shall be:

- (a) a Fellow appointed by the Governing Body in the Chair;
- (b) the Second Bursar as Secretary;
- (c) two further Fellows appointed by the Governing Body;

- (d) up to six students appointed by the DCSA, including the DCSA Communications Officer, for periods of one year each;
- (e) the IT Manager, in attendance.

3. The Committee shall normally meet once each Term.

4. The Committee shall normally report to the following meeting of Council.

#### XVI.D. THE EDUCATION AND RESEARCH COMMITTEE

1. There shall be an Education and Research Committee, which shall:

- (a) promote the wider development of Education and Research in the College and co-ordinate and administer the general academic activities of the College, but not the election of Research Fellows nor those activities acknowledged to be within the province of the Dean;
- (b) organise the Darwin Lecture Series;

2. The membership shall be:

- (a) a Fellow designated Chair four Fellows appointed by the Governing Body;
- (b) a Fellow designated Secretary, appointed by the Governing Body;
- (c) two other Fellows appointed by the Governing Body;
- (d) up to five students appointed by the DCSA for periods of one year;
- (e) the Master and Vice-Masters, in attendance.

3. The Committee shall normally meet twice each Term.

4. The Committee shall receive an annual allocation of funds provided for its activities, as approved by the Finance Committee in the College Annual Budget, to be administered by the Bursar.

5. The Committee shall normally report to the following meeting of Governing Body.

#### XVI.E. THE LIBRARY COMMITTEE

1. There shall be a Library Committee, who shall advise the Librarian on the discharge of the Librarian's Statutory responsibilities.

2. The membership shall be:

- (a) the Librarian in the Chair *ex officio*;
- (b) two Fellows appointed by the Governing Body, one of which to be designated Secretary;
- (c) the Moses and Mary Finley Research Fellow in Ancient History and the Munby Visiting Fellow in Bibliography;
- (d) the student librarian and the deputy student librarian;
- (e) up to three further students appointed by the DCSA for periods of one year;
- (f) up to two external members co-opted by the Committee for periods of one academic year.

3. The Committee shall normally meet once each Term.

4. The Committee shall normally report to the following meeting of Council.

#### XVI.F. THE MEALS COMMITTEE

1. There shall be a Meals Committee, which shall oversee policy relating to meals and the conduct of

the kitchen.

2. The Membership shall be:

- (a) three Fellows appointed by the Governing Body, one of which to be designated Chair;
- (b) the Second Bursar as Secretary;
- (c) the Wine Steward;
- (d) up to three students appointed by the DCSA for periods of one year;
- (e) the Catering Manager, in attendance.

3. The Committee shall normally meet twice each Term.

4. The Committee shall normally report to the following meeting of Council.

#### XVI.G. THE NOMINATIONS COMMITTEE

1. There shall be a Nominations Committee, to make recommendations to the Governing Body for appointments of Fellows to Statutory and other Committees after soliciting nominations for that purpose. In making such recommendations the Committee shall seek to ensure that normally no more than three consecutive periods are to be served by any nominee on any Committee.

2. The Membership shall be:

- (a) the Master, in the Chair;
- (d) the College Secretary, as Secretary
- (c) the Bursar;
- (d) three Fellows appointed by the Governing Body;

3. The Committee shall report to the Governing Body.

#### XVI.H. THE WINES COMMITTEE

1. There shall be a Wines Committee, whose duty shall be to advise the Wine Steward on policy relating to the purchase of wines and the supervision of the day-to-day operation of the College Wine Cellar.

2. The Membership shall be:

- (a) a Fellow appointed by the Governing Body in the Chair, designated Wine Steward;
- (b) the Bursar;
- (c) two fellows appointed by the Governing Body;
- (d) up to two external members co-opted by the Committee for terms not exceeding four years, re-appointable;
- (e) the Catering Manager, in attendance.

3. The Committee shall normally meet once each Term.

3. The Committee shall receive an allocation of funds provided for its activities, as approved by the Finance Committee in the College Annual Budget, to be administered by the Bursar.

4. The Committee shall make an annual report to the Council and such other reports as the Council shall require.

#### XVI.I. THE HEALTH AND SAFETY COMMITTEE

1. There shall be a Health and Safety Committee, whose duty shall be to advise the Council on matters relating to health and safety.

2. The Membership shall be:

- (a) two Fellows appointed by the Governing Body, one of which to be designated Chair;
- (b) the Second Bursar as Secretary;
- (c) a Vice-Master;
- (d) the DCSA President;
- (e) the Bar Chair;
- (f) up to two external members co-opted by the Committee for terms not exceeding four years, re-appointable;
- (g) the heads of the staff departments, in attendance;
- (h) a representative of any contractor appointed as health and safety consultant to the College, in attendance.

3. The Committee shall normally meet once each Term.

4. The Committee shall normally report to the following meeting of Council. If required by the Governing Body, on occasion, the Committee will also report directly to it on specific matters.

#### XVI.J. THE DEVELOPMENT COMMITTEE

1. There shall be a Development Committee, which shall be responsible for:

- (a) advising the College on the cases for support, objectives and priorities for fundraising on behalf of the College in accordance with the College's strategic goals;
- (b) advising and supporting the Development Director.

2. The Membership shall be:

- (a) the Master in the Chair;
- (b) the Development Director as Secretary;
- (c) at least three additional Fellows appointed by the Governing Body;
- (d) up to two Emeritus Fellows and up to four external members co-opted by the Committee for terms not exceeding four years, re-appointable

3. The Committee shall normally meet once each Term.

4. The Committee shall normally report to the following meeting of Council. If required by the Governing Body, on occasion the Committee will also report directly to it on specific matters.

#### XVII. DARWIN COLLEGE STUDENTS' ASSOCIATION

1. The Darwin College Students' Association ("the DCSA") shall consist of all the students of the College on the register of the Admissions Committee, excluding any who have given notice to the Dean of opting out of membership of the DCSA, together with such non-voting Associate members as the DCSA may determine.

2. A student may opt out of membership of the DCSA by giving written notice to the Dean within twenty-eight days from the date of the student's registration as a student of the College. A decision to opt out may be revoked by written notice to the Dean. Revocation shall take effect from 1 October next following such notice.

3. The elected officers of the DCSA shall seek to promote the effective participation of members of the College in the academic and social activities of the College.
4. The elected officers of the DCSA shall bring to the attention of the appropriate College body or officer any matter concerning the welfare of the students of the College which may come to their notice and in which the College may properly be concerned.
5. In matters 'subject to the general direction of the Council' the Council shall ensure that the DCSA does not undertake commitments to expenditure exceeding the funds available to the Association, and that funds are used only for the objects of the Association as defined by the Statutes. The Council shall not direct the DCSA to undertake any particular commitments.
6. The Constitution of the DCSA shall provide for the election of student members of Committees of the College. The Constitution and any amendments of it shall require the approval of the College Council. The Constitution shall be reviewed by the Council at intervals not greater than five years.
7. When the constitution of a non-Statutory Committee of the College provides for a member or members appointed by the DCSA, it shall be competent for the DCSA to delegate the power of appointment to the DCSA Committee.
8. No society shall be entitled to use the name of the College or receive any subvention from the College unless it has been recognised by the Council on the recommendation of the DCSA. The Council, after consultation with the DCSA, shall have power to withdraw recognition from any Society. The Council shall maintain a list of Recognised Darwin College Societies which shall be available for inspection in the Bursar's office.
9. It shall be permissible for the Finance Committee to invite the Treasurer of the DCSA to attend their meetings and to supply the Treasurer with the agenda, papers, and minutes of those meetings. In making such arrangements the Finance Committee shall observe the provisions for reserved business.
10. The accounts of the DCSA and the termly reports of the Senior Treasurer to the Council on the finances of the DCSA shall be available in the Bursar's Office for inspection by members of the College.
11. Any proposal of the DCSA to affiliate to an organisation external to the College shall be notified to the College Council and shall be submitted for decision to a General Meeting of the DCSA together with details of any subscription or similar fee to be paid and any donation to be made to the organisation.
12. The DCSA shall submit annually to the College Council and shall publish a list of the external organisations to which it has been affiliated in the past year and details of subscriptions or similar fees paid or donations made to such organisations in that year. The list shall be subject to annual confirmation at a General Meeting of the DCSA, with a secret ballot on affiliation to any particular organisation, if that is requested.
13. The Bursar shall act as Returning Officer and Senior Treasurer of the DCSA in the absence of any other Fellow being appointed to each such role by the Council from time to time.

#### XVII.A. THE DARWIN COLLEGE SOCIETY COMMITTEE

1. There shall be a Darwin College Society Committee, which shall, under the direction of the Council:



(a) arrange and promote social events and interactions amongst former members in College and in and around Cambridge and London, in conjunction with the College Development Office;

(b) assist and advise the Development Director in:

(i) providing a channel of regular communication between former members and the College;

and

(ii) promoting the creation and encourage the maintenance of alumni groups;

(c) administer the Darwin College Society and control its funds, and records.

2. The Chair of the Committee shall be a former student member appointed by the Governing Body on the recommendation of the Development Committee.

3. The Treasurer of the Society, elected or appointed in the same way as the Chair, shall be *ex-officio* a member of the Committee.

4. The Governing Body shall appoint a Fellow to be Secretary of the Committee. The Development Director shall *ex-officio* be a member of the Committee.

5. Two former student members, elected or appointed in the same way as the Chair, one former or Emeritus Fellow, appointed by the Council, and one nominee of the Darwin College Students' Association shall be members of the Committee.

6. The Committee shall report to the Council in such form and with such frequency as the Council may require.

#### XVII.C CATEGORIES OF STUDENT MEMBERSHIP

1. There shall be the following categories of student members of the College:

(a) Category I - Postgraduates with the status of Postgraduate Student in the University of Cambridge.

(b) Category II – Postgraduates reading for a postgraduate qualification of the University of Cambridge who have not the status of Postgraduate students.

(c) Visiting Students - These are members of the College who:

(i) are student visitors to Faculties and Departments of the University;

(ii) have tenure for up to twelve months on any one occasion, but shall be capable of being renewed after an interval on a subsequent visit to Cambridge;

(iii) pay a fee determined by the Governing Body on the recommendation of the Finance Committee;

(iv) are entitled to meals at the subsidised rate but not to College accommodation.

2. Student membership is granted by the Dean under the supervision of the Admissions Committee.

3. Students whose course of study has come to an end shall normally become Ordinary Members in accordance with Ordinance XVIII.B.9

#### XVII.D. AWARDS TO STUDENTS

1. Grants from the College Travel Fund and the St John's Travel Fund shall be made competitively to students of the College once a term by a Committee of which a Deputy Dean shall be Chair.
2. Finley Bursaries shall be awarded competitively once a year by a Committee of which a Deputy Dean shall be Chair.
3. College Book Prizes, of a level to be determined by Finance Committee, shall be awarded by Admissions Committee to students of the College who have demonstrated outstanding performance against the criteria for academic excellence agreed by Admissions Committee.

#### XVII.D. D H MELLOR PHILOSOPHY STUDENTSHIPS FUND

1. The sums donated to support students of the College in pursuing graduate studies in the Faculty of Philosophy of the University of Cambridge shall form a Fund called the D H Mellor Philosophy Studentships Fund.
2. The Managers of the Fund shall be the Dean, or a deputy appointed by the Dean, and two established University Officers of the Faculty of Philosophy appointed by the Degree Committee for the Faculty to serve for periods determined by that Degree Committee. Appointed Managers shall be eligible for re-appointment.
3. The investment of the capital of the Fund shall be determined by the Finance Committee.
4. Income from the Fund shall be used to provide studentships, called D H Mellor Philosophy Studentships, for graduate students pursuing courses under the supervision of the Degree Committee for the Faculty of Philosophy who are, or intend to be, members of the College.
5. If in any year the income of the Fund is not completely expended in providing studentships, the surplus may at the discretion of the Managers either be added to the capital of the Fund or be used to make grants to assist students of the College in pursuing courses under the supervision of the Degree Committee for the Faculty of Philosophy in whatever manner the Managers shall deem appropriate.

#### XVIII. STUDENT DISCIPLINE

1. There shall be a Code of Discipline agreed by the Council and approved by the Governing Body. It shall set out the procedure that will be followed by the College in relation to complaints about the conduct and behaviour of Students of the College.
2. The Students of the College shall:
  - (a) comply with the Ordinances and rules made under the Ordinances of the College, and with the instructions given by the Officers of the College in the performance of their duties;
  - (b) do nothing intended to disrupt or impede the activities and functions of the College, or to hinder the discharge of their duties by the Officers and employees of the College;
  - (c) not assault or intentionally or recklessly cause any personal injury to any other member or any employee of the College; and
  - (d) not intentionally or recklessly damage or deface or knowingly misappropriate any property of the College or of any member or employee of the College.
3. There shall be a College Policy for the Collection of Student Debts drawn up by the Bursar in consultation with the Dean and agreed by the Finance Committee. It shall set out the procedure that

will be followed by the College in presenting and following up accounts for payment by Students of the College, explain the responsibilities of Students to pay their accounts promptly, and set out the action that will be followed in cases of overdue accounts.

4. The Master shall have power to forbid any Student of the College charged with contravening paragraph 2 of this Ordinance to enter on or remain within the precincts of the College pending the determination of the Student's case.

5. All Students of the College shall be informed that the Governing Body has adopted the University's guidance on racial and sexual harassment. This sets out the procedure that will be followed by the College in relation to complaints about the conduct and behaviour of Students of the College. Students shall be informed that behaviour involving physical violence and/or racial or sexual harassment is unacceptable and will be regarded with the utmost seriousness. Any student who feels they are being harassed should seek confidential advice from their Tutor, the Dean or any Fellow named by the Dean who has been trained in and has experience of dealing with cases of racial or sexual harassment.

6. The following provisions shall apply in respect of the Disciplinary Committee and the Disciplinary Appeals Committee:

(a) A Disciplinary Committee shall consist of three persons selected by the Governing Body from a panel of seven persons appointed annually by the Governing Body. The members of the panel shall be Fellows of the College and other persons, being members of the Regent House of the University, and shall not all be of the same gender; at least three members of the panel shall not be members of the College. Members of the panel must undertake the standard Equality & Diversity training course prior to service.

(b) A Disciplinary Appeals Committee shall consist of two other persons selected, when necessary, by the Governing Body from those on the panel referred to above, who are not serving on the Disciplinary Committee in the given year.

(c) The senior Fellow appointed to the Disciplinary Committee, or Disciplinary Appeals Committee, shall be designated as Chair. Should the Chair be unable to carry out any duties or fail to attend a meeting of the Committee the next most senior Fellow appointed who is available and/or present and is a member of the Council, or failing that is most senior, shall act as Deputy.

(d) The date, time and place at which the Committee will sit shall be determined by the Chair provided that the Committee shall not sit on a day earlier than the seventh day after the Chair has received written notice of the matter giving rise to the meeting.

7. For the purposes of Statute XVIII the Vice- Masters are hereby designated in addition to the Dean as officers of the College authorised to conduct disciplinary matters and to impose disciplinary sanctions and measures.

#### XVIII.B. CATEGORIES OF SENIOR MEMBERSHIP

1. In addition to the Master, Fellows, and Students there shall be the following categories of membership of the College: Sir George Darwin Fellow-Benefactors, Distinguished Associates; Senior Members (subject to paragraph 5(c) below); Bye-Fellows; Visiting Researchers; Research Associates; and Ordinary Members.

2. Admission to the categories of Sir George Darwin Fellow-Benefactors and Distinguished Associate shall be determined by the Governing Body. Admission to the categories of Bye-Fellow Visiting Researcher and Research Associate shall be determined by the Fellowships Committee, who shall report their decisions to the Governing Body.

3. Sir George Darwin Fellow-Benefactors shall

- (a) be individuals who have made an outstanding personal philanthropic contribution to the College, or individuals who are nominated by an organisation which has made an outstanding philanthropic contribution to the College;
- (b) be recommended by the Development Committee on the basis of their philanthropic contributions, nominated by the Fellowships Committee, and elected by Governing Body.
- (c) The tenure shall be (i) for life in the case of those making individual contributions, (ii) for a such period as determined by Governing Body in the case of those individuals nominated following organisational contributions.
- (d) Be entitled to such dining privileges as are accorded to Honorary Fellows;
- (e) Pay no fee, and have no entitlement to College accommodation.

4. Distinguished Associates shall:

- (a) be distinguished persons from industry, public service, technology, science or the arts and be expected to provide valuable connections between the College and the outside world;
- (b) be elected by the Governing Body, on the nomination of the Fellowships Committee;
- (c) be limited in number to twelve at any one time;
- (d) have tenure for periods of five years at a time which shall be renewable;
- (e) be entitled to meals at the guest rate and be entitled to attend Guest Nights and to bring in guests at their own expense;
- (f) have no entitlement to College accommodation;
- (g) pay no fee.

5. Senior Members shall:

- (a) be relatively permanent members of the staff of the University or of associated research institutes proposed by Fellows;
- (b) be limited in number to thirty at any one time;
- (c) be appointed initially for up to three years, except that no new appointments will be made from the date of approval of this version of the Ordinances;
- (d) be entitled to meals at the guest rate but not to College accommodation;
- (e) be entitled to attend Guest Nights and bring in guests at their own expense; and
- (f) be expected to take part in the activities of the College.

6. Bye-Fellows shall:

- (a) be persons whose engagement with the College would be of benefit;
- (b) be nominated by the Master or a Fellow and approved by Fellowships Committee;
- (c) be limited in number to forty at any one time;
- (d) have tenure for up to three years, renewable for periods of up to three years at a time;
- (e) be entitled to meals at the guest rate, and be entitled to attend Guest Nights and bring in guests at their own expense;
- (f) have no entitlement to College accommodation;
- (g) pay no fee.

7. Visiting Researchers shall:

- (a) normally be academic short-term visitors;
- (b) be nominated by the Master or a Fellow and approved by Fellowships Committee;
- (c) be limited in number to ten at any one time;
- (d) have tenure for up to twelve months;
- (e) be entitled to meals at the guest rate;
- (f) be entitled to College accommodation subject to availability;
- (g) pay a fee, the level of which is to be determined by Finance Committee from time to time.

8. Research Associates shall:

- (a) be of post-doctoral standing, at an early stage in their career;
- (b) either (i) be sponsored by the Master or by a Fellow to whom they are academically associated and approved by Fellowships Committee, or (ii) admitted by a periodic competitive process to be determined by Fellowships Committee;
- (c) not exceed 70 in total, of which up to 10 Research Associates will be appointed per year through the annual competition, and others nominated by Fellows or through other routes;
- (d) have tenure for an initial period of up to three years, renewable for up to a further two years;
- (e) be entitled to meals at the guest rate
- (f) have no entitlement to College accommodation;
- (g) pay no fee;
- (h) be entitled during their tenure to membership of the Darwin College Students' Association.

9. Ordinary Members:

- (a) shall be either former Student Members whose course of study has come to an end and are in good standing with the College, or other persons not formerly Student Members of the College but qualified for membership under any provision of Statute or Ordinance;
- (b) members in this category shall enjoy such entitlements as the College may from time-to-time determine;
- (c) on the recommendation of the Dean, the Governing Body may expel or suspend from membership such members, or may suspend the entitlements of membership, if it considers it to be in the interests of the College to do so.

XIX. INTERPRETATION AND INVALID PROCEEDINGS

[No additional provision by Ordinance required]

XX. THE ACCOUNTS

[No additional provision by Ordinance required]

XXI. LEAVE OF ABSENCE

1. Fellows shall apply to the Governing Body for leave of absence if such leave exceeds two weeks in Full Term. If the period of absence for Fellows other than College Officers does not exceed one Full Term, the Master may grant such leave on behalf of the Governing Body and report subsequently to the Governing Body. If the period exceeds one Full Term, or in the case of a College Officer exceeds two weeks in Full Term, the approval of the Governing Body shall be sought. The Master shall grant leave and Governing Body approval shall not be required in the case of leave taken under the following provision of this Ordinance.

2. Fellows may take leave from the fellowship in connection with any periods of maternity, shared parental, adoption, or long-term sick leave, or other leave for any analogous purpose, concurrently with and for the same duration of such leave taken by Fellows from their principal employment whether with the College, the University, or otherwise. The tenure of a Fellow's fellowship shall be extended by the same period of such leave taken to be reckoned to the end of the month in which such leave ends. Where this provision fails in some respect to give effect to the intent to provide fair and reasonable leave given the circumstances in any particular case the Master may exceptionally grant leave and extend tenure as the Master thinks fit.

3. During any period of absence a Fellow shall be entitled to retain the privileges of a Fellow. If such a

period exceeds one Full Term, a Fellow shall not normally retain membership of any College Committee.

## XXII. ALTERATION OF STATUTES

[No additional provision by Ordinance required]

## XXIII. APPLICATION OF CAPITAL MONEYS AND POWERS OF INVESTMENT AND MANAGEMENT OF LAND AND SECURITIES

[No additional provision by Ordinance required]

## XXIV. POWER TO ACCEPT ENDOWMENTS

[No additional provision by Ordinance required]

## XXV. THE COMMON SEAL AND MUNIMENTS OF THE COLLEGE

1. The Common Seal may be used for the sealing of documents concerned with dealings in land and property, or with pension schemes in which the College participates, or with the establishment and administration of trusts, or otherwise in the normal course of conduct of the College's affairs, provided that any such document or the transaction to which the document relates has first been approved by the Council or by the Finance Committee.

2. At meetings of the Governing Body at which the use of the Common Seal is reported, a note of the documents to which the seal has been affixed shall be available for inspection.

### XXV.A COLLEGE ENTERTAINMENT

1. The recognition of Darwin College as an Approved Foundation on 29 January 1965, on the approval on that date of the revised Statute H of the University by Her Majesty in Council, shall be commemorated by a dinner. The **Commemoration Dinner** shall be held in each year on the Thursday closest to 29 January and shall be at the expense of the College. A number of students, representative of the Student Body and including Officers of the Darwin College Students' Association, shall be invited to the dinner.

2. There shall be a dinner, to be called **the Darwin Dinner**, to be held each Easter Term at the expense of the College on a date to be determined by the Council. Distinguished guests shall be invited, as shall be decided by the Master after considering any proposals by members of the Governing Body.

3. There shall be a welcoming dinner for Fellows in the Michaelmas Term on a date determined by the Council

### XXV.B. WOLFSON COLLEGE, OXFORD

1. Any reciprocal privileges agreed upon with Wolfson College, Oxford for the taking of meals or the booking of guest rooms shall be restricted to current members of the two Colleges

## XXVII. ACADEMIC STAFF

1. This Ordinance sets out to whom Statute XXVI ("the Academic Staff Statute") shall apply. Pursuant

to this Ordinance there shall be a code ("the Academic Staff Code" or "the Code") made by the Governing Body to apply in respect of the matters within the Academic Staff Statute. This Ordinance and the Academic Staff Code are made in pursuance of the requirements of, and shall be construed in accordance with, Statute XXVII ("the Academic Staff Statute" or "the Statute").

2. The Academic Staff Statute and the Academic Staff Code apply to any Fellow or College officer where it is proposed that the Fellow or College Officer should be dismissed pursuant to Statute II.A.8 or III.4 for good cause or for incapacity on health grounds, provided that such application shall be only for the purposes of (i) the determination of such good cause or incapacity on health grounds in accordance with the provisions the Code, and (ii) affording (without prejudice to any other right of appeal they may enjoy) such Fellows and College officers the rights of appeal under the Code, save that the provisions of this paragraph shall not confer any rights in respect of the termination of an appointment by expiry of tenure.

3. For the purposes of paragraph 2(a) of the Academic Staff Statute:

(a) A person holding a Research Fellowship is not a person employed by the College to carry out teaching or research within the meaning the Statute and accordingly is not by virtue of that award a person to whom the Statute applies pursuant to paragraph 2(a) of the Statute;

(b) The appointment by the College of any person to carry out teaching or research where such employment does not provide the person's principal source of remuneration is, on the basis that the duties in that regard are only of a limited nature, excluded from the scope of the Statute, and such person is not by virtue of that appointment a person to whom the Statute applies pursuant to paragraph 2(a) of the Statute;

(c) Holders of the offices of Deputy Dean and Tutor are excluded from the scope of the Statute on the ground that the duties of the office, to the extent they involve teaching or research, are only of a limited nature;

(d) As at the date of adoption of this Ordinance there are no persons to whom the Statute applies pursuant to paragraph 2(a) of the Statute.

4. For the purposes of paragraph 2(b) of the Academic Staff Statute:

(a) the College Offices (excluding that of the Master) to which the Statute applies are those which from time to time provide the principal source of remuneration of the office-holder (disregarding remuneration from any office or employment held otherwise than in the College or the University) provided that, in respect of any particular appointment to an office, the Governing Body may resolve that the Statute shall not apply to it in relation to that appointment, having regard to the duties and remuneration of the office, and where the office would not normally be the principal source of remuneration of the office holder;

(b) the College Offices (excluding that of the Master) to which the Statute applies as at the date of adoption of this Ordinance are the offices of Dean and Bursar.

5. Pursuant to paragraph 2(c) of the Academic Staff Statute the Academic Staff Code applies to the Master, to the extent and in the manner set out in the Statute and the Code.

6. The provisions of the Academic Staff Statute shall prevail over any conflicting provisions in Statutes II.8 or III.4. in respect of any Fellow or College officer who is a member of the academic staff pursuant to paragraphs 3. or 4. above, and the provisions paragraph 2. above shall apply in respect of any Fellow or College officer who may be excluded from membership of the academic staff pursuant to paragraphs 3. or 4.

7. In the Academic Staff Code any reference to "academic staff" or a "member of the academic staff" is a reference to persons or a person to whom the statute applies.